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7 December 1954

MEMORANDUM FOR: Training Liaison Officers (for distribution)

SUBJECT: Nominations to the National War College and
Industrial College of the Armed Forces

REFERENCE: CIA Regulation No. [REDACTED]

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1. The Central Intelligence Agency annually receives a quota for three civilians to attend the National War College and for one civilian to attend the Industrial College of the Armed Forces. Individuals who meet the basic requirements outlined on page two are invited to apply for the 1955-1956 courses.

2. Applicants should be fully qualified to make a substantial contribution to the school based on authoritative experience with the mission and functions of the Agency.

3. Will you please take the following action:

a. Insure that all of your employees meeting the minimum qualifications are given the opportunity to apply for this course. Applicants for previous courses who were not selected are invited to resubmit applications.

b. Forward applications (Training Request Form 51-133) in accordance with CIA Regulation [REDACTED] through the Office of Security to reach the Director of Training by 1 February 1955. Approval or disapproval should be indicated by Deputy Directors, Assistant Directors and Staff Chiefs, or by CIA Career Boards.

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Applications should be filled out so as to assist the CIA Career Council in making its recommendation to the DCI. Data should include: Full description of present position, and pertinent information on projected assignments and employee's career plan, and complete chronological summary of education and experience (both civilian and military).

c. Assure that applicants who desire to be considered also for the 1955-1956 Army, Navy, or Air War College courses have included a statement of preference. Selection for the latter courses will be made after candidates for the National War College and Industrial College of the Armed Forces have been selected by the CIA Career Council and approved by the Director of Central Intelligence.

4. Further information, including syllabi of the courses, may be obtained from the Language and External Training School, 2129 Eye Building, ext. [REDACTED]

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MATTHEW BAIRD
Director of Training

1 Attachment

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